

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
HOME DEPARTMENT

(G.O. Ms. No. 14, dated 4th March 2013)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, and in supersession of the Home Department's notification issued in G.O. Ms. No. 21, dated 29th March 1975 of the Home Department, Puducherry and published as Supplement to the Gazette No. 24 of the 17th June, 1975 save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the Group 'C' posts in the Fire Service Department, Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Fire Service Department Group “C” Posts Recruitment Rules, 2013.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of posts, their classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said post, their classification and the Pay Band and Grade Pay/Pay Scale attached thereto shall be as specified in columns (2) to (4) of the Schedules annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedules.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special category of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE—I
RECRUITMENT RULES FOR THE POST OF LEADING FIREMAN

- | | |
|--|---|
| 1. Name of the post | : Leading Fireman |
| 2. Number of posts | : 37 (Thirty-seven) [2013] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services—Group 'C' Non-Gazetted—Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,000 |
| 5. Whether selection post or non-selection post | : Non-selection |
| 6. Age-limit for direct recruits | : Not applicable |
| 7. Educational and other qualifications required for direct recruits. | : Not applicable |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : Not applicable |
| 9. Period of probation, if any | : Not applicable |
| 10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | : By promotion |
| 11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption is to be made. | : Promotion from the post of Fireman with three years service in the grade rendered after appointment thereto on a regular basis and possessing the certificate for first-aid from St. John Ambulance. The promotees should also have successfully undergone the training course for two weeks in fire fighting, rescue operation and maintenance of records conducted the Fire Service Department. |

Note 1 : The requirement of training for promotion is not applicable to officials holding the feeder post on regular basis on the date of notification of these rules.

Note 2 : Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility

service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.

Note 3 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an official prior to 1-1-2006 / the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Commission.

12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering Promotion) :—*
- (i) Secretary to Government (Fire Service) . . . Chairman
 - (ii) Additional/Joint/Deputy/Under Secretary to Government (Home) . . . Member
 - (iii) Divisional Fire Officer . . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

SCHEDULE—II

RECRUITMENT RULES FOR THE POST OF FIREMAN

- | | |
|---|--|
| 1. Name of the post | : Fireman |
| 2. Number of posts | : 201 (Two hundred and one) [2013] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services—Group 'C' Non-Gazetted—Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age-limit for direct recruits | : Between 18 and 22 years (Relaxation of age-limit is admissible as per rules in force). |

Note 1 : In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

Note 2 : In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

7. Educational and other qualifications required for : (a) A pass in Standard 10 +2 or its equivalent;
direct recruits. (b) Physical standards physical efficiency, medical standard and written test as prescribed in the Annexure.
8. Whether age and educational qualifications : Not applicable
prescribed for direct recruits will apply in the case of promotees.
9. Period of probation, if any : Two years
10. Method of recruitment whether by direct : 75% by direct recruitment
recruitment or by promotion or by deputation/ 25% by absorption from Male Home Guards.
absorption and percentage of the vacancies to be
filled by various methods.
Note 1 : Direct recruitment shall be made as per procedure prescribed in the Annexure to this Schedule.
Note 2 : The candidates selected for appointment shall have to undergo training course for prescribed period and pass the prescribed examination.
11. In case of recruitment by promotion /deputation/ : Absorption of Home Guards in the order of seniority
absorption, grades from which promotion/deputation/ possessing the following qualification, namely:-
absorption is to be made. (i) A pass in Standard 10+2 or its equivalent.
(ii) should possess the physical standards and medical standards prescribed for direct recruits.
Note : Relaxation of upper age-limit for Home Guards will be allowed up to 39 years as on the cut off date and there will be no further relaxation for SC/ST/MBC/OBC/BCM/EBC/BT candidates.
12. If a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Promotion Committee (for
Committee exists, what is its composition? confirmation)/Recruitment Committee:—*
(i) Secretary to Government (Fire Service) . . Chairman
(ii) Additional/Joint/Deputy/Under . . Member
Secretary to Government (Home).
(iii) Divisional Fire Officer . . Member
13. Circumstances in which Union Public Service : Not applicable
Commission is to be consulted in making recruitment.
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ANNEXURE

Procedure/Standards for conducting physical measurement test, physical efficiency test, medical examination and written test for the recruitment of Fireman in Fire Service Department, Puducherry**1. Physical measurements:** Physical standards— Eligibility conditions.

| | |
|--------|--|
| Height | Not less than 165 cms. |
| Chest | 81-86 cms. with minimum expansion of 5 cms. |
| Weight | Body Mass Index (BMI should be 18.50 to 29.9 kg/M ² |

$$\text{BMI} = \frac{\text{Weight of person in kg.}}{\text{Height of the person in M}^2}$$

(a) Physical measurements as prescribed in the eligibility conditions of the candidates will be done by the experts from the Education Department under the overall supervision of the Secretary to Government (Fire Service).

(b) Entries regarding physical measurements and physical efficiency test would be made in bound register (and not on loose sheets) and also in columns, provided for the purpose in the application forms, on the spot, at the time of measurement/test by the officer who takes the measurement in his own hand. No overwriting/erasing would be done under any circumstances and all legitimate corrections would be personally attested by the officer concerned and handed over to the Divisional Fire Officer who will scrutinize the records for their correct preparation and ensure their safe custody.

2. Appeal.—The appeal made by any candidate on the same day of the physical test will be examined and the decision of the Secretary to Government (Fire Service) in respect of the appeal shall be final.

3. Physical efficiency test (only for direct recruits)*

For male candidates :

| | Events | Minimum standard to acquire |
|-----------|----------------|-----------------------------|
| Stage-I | 100 Metres Run | 15.00 Seconds |
| Stage-II | Long Jump | 3.80 Metres |
| Stage-III | High Jump | 1.20 Metres |
| Stage-IV | 800 Metres Run | 2 Minutes and 50 Seconds |

Note : (i) All the above events are compulsory.

(ii) Each stage is a qualifying stage by itself for the next stage *i.e.*, only the candidates who qualify in the Stage-I, will be eligible for the Stage-II, and so on.

*Ex-servicemen will not be required to pass physical efficiency test. They will be eligible to appear for the written test if they possess the minimum physical measurements and pass the medical examination.

4. Written test.— (i) The candidates who qualify the physical standards and physical efficiency tests shall undergo a written test. The questions will be of objective type and will be generally of S.S.L.C. standard. The question paper will be of 100 marks of two hours duration, consisting of:—

| Sl. No. | Subject | Maximum marks |
|--------------|---|-------------------|
| (1) | (2) | (3) |
| 1 | Mathematics and General Science | 50 (Fifty) |
| 2 | General knowledge (History, Geography and Social Science) and Current events. | 50 (Fifty) |
| Total | | . . 100 (Hundred) |

(ii) The written test will be in English and regional languages (ie) for Puducherry and Karaikal in Tamil, for Mahe in Malayalam and for Yanam in Telugu. It will however, be clarified to all the candidates that after selection, the training course will be in English and Tamil and all candidates have to learn and pass in Tamil language as prescribed by the department.

(iii) After evaluation and preparation of result sheets, the answer sheets will be sealed and handed over to the Secretary to Government (Fire Service) for safe custody. Application forms/dossiers of candidates, who fail in the examination and application forms/dossiers of candidates who are included in the panel list will be retained till the declaration of result of next recruitment.

5. (i) *Medical examination.*— All the candidates who pass the written test shall be medically examined by various specialists in General Hospital Puducherry and finally certified by the Assistant Director (RMO) under the supervisor of Medical Superintendent, General Hospital, Puducherry.

| | | | |
|----------------------|---|------------------|----------|
| (a) <i>Eye sight</i> | : | Right eye | Left eye |
| (i) Distant vision | | 6/6 (snellen) | 6/6 |
| (ii) Near vision | | 0.5 (snellen) | 0.5 |

Each eye must have a full field of vision,

(iii) Colour blindness, squint or any morbid condition of the eye shall be deemed to be a disqualification.

(b) *Hearing* : Free from any disability.

(c) *Defects or deformity* : Free from any defect or deformity of limbs.

(d) *Disease* : Free from hernia, piles, respiratory disease, diabetes or any other disease, which will adversely affect the work of Fireman.

(e) *Other* : Should not be flat-footed or suffering from knocked knees and bowed legs and should not be overweight.

(ii) *Procedure.*— (a) The testing procedure, time and venue would be decided and subject to change by the Secretary to Government (Fire Service) as and when the necessity arises.

(b) Start of the running events would be only by movement of flag.

(c) The time recording device would be manually operated stop and go watches. The distance measuring device would be the available standard measuring tapes.

(d) The physical efficiency Tests would be administered and performance recorded by the Physical Education Experts of the Education Department under the overall supervisor of the Secretary to Government (Fire Service).

(e) The physical measurement and physical efficiency Test will be conducted in the respective regions and written test and medical examination will be conducted at Puducherry.

(f) The candidate should be informed about his eligibility/status at all stages and issue of rejection slips stage-wise.

6. *Relaxation of standard for candidates belonging to SC/ST/MBC/OBC/BCM/EBC/BT/EXSM.*— In case of requisite number of SC/ST/MBC/OBC/BCM/EBC/BT/EXSM candidates do not qualify in the select list up to the seats reserved for them, the Recruitment Committee will have full discretion to recommend SC/ST/MBC/OBC/BCM/EBC/BT/EXSM candidates who has got next lower place in the examination except where such authority considers that the minimum standard necessary for the maintenance of efficiency of the administration, has not been reached.

No relaxation other than those mentioned will be given in any manner to any community.

7. *Final list of selected candidates.*— The final list will be declared separately for General/SC/ST/MBC/EBC / BT / OBC / BCM candidates and Ex-servicemen, as per the Government orders in force.

8. *Training and probation.*—The candidates who have been selected for the post of Firemen will remain on probation for a period of 2 years. During the period probation They shall undergo a training in Fire Fighting and rescue Operation for six months and in-service training for another six months. The training will be conducted in English/Tamil. They shall complete the training successfully failing, which the training period will be extended once. They will be given three chances to pass the requisite test after the training.

(By order of the Lieutenant-Governor)

PANKAJ KUMAR JHA,
Additional Secretary to Government.

GOVERNMENT OF PUDUCHERRY
HOME DEPARTMENT

(G.O. Ms. No. 15, dated 8th March 2013)

ORDER

Approval of the Lieutenant-Governor is accorded for the Revised Standing Order prescribing the procedure/standards for conducting physical measurement test, physical efficiency test, medical examination and written test for the selection of Home Guards in Puducherry Police, as detailed in the Annexure.

(By order of the Lieutenant-Governor)

PANKAJ KUMAR JHA,
Additional Secretary to Government.

ANNEXURE

Standing Order

In supersession of the Standing Order No. 56/Pol/Estt.I(B)/A9/2005 the following Standing Order describing procedures /standards for conducting physical measurements test, physical efficiency test, written test and medical examination for the recruitment of Home Guards (male and female) in the Union Territory of Puducherry is issued.

The physical measurement, physical efficiency test, written test and medical examination will be conducted at Puducherry.

1. *Recruitment* : Out of total sanctioned strength for Home Guards as may be approved by the Government from time to time not less than 20% of the strength shall be filled by Women Home Guards.

2. *Age-limit* :

Men : Should have completed the age of 18 years and should not have completed the age of 50 years.

Women : Should have completed the age of 18 years and should not have completed the age of 40 years.

3. *Educational and other qualification* :

A pass in Standard 10 +2 or its equivalent. Should be a domicile of Puducherry Union Territory.

4. *Physical measurement* :

Physical standards-Eligibility conditions:

| | Men | Women |
|--------|--|------------------------|
| Height | Not less than 165 cms. | Not less than 154 cms. |
| Chest | 81-86 cms.with minimum expansion of 5 cms. | — |
| Weight | — | Minimum 45 kgs. |

Physical measurement as prescribed in the eligibility conditions of the candidates will be done by the experts of the Education Department under the overall supervision of the Senior Superintendent of Police-*cum*-Commandant (Home Guards).

5. Physical efficiency test :

For male candidates

| | Events | Minimum standard to acquire |
|-----------|----------------|-----------------------------|
| Stage-I | 800 Meters Run | 2 Minutes and 50 Seconds |
| Stage-II | Long Jump | 3.80 Metres |
| Stage-III | High Jump | 1.20 Metres |
| Stage-IV | 100 Meters Run | 20 Seconds |

For female candidates

| | Events | Minimum standard to acquire |
|-----------|----------------|-----------------------------|
| Stage-I | 200 Meters Run | 40 Seconds |
| Stage-II | Long Jump | 3.25 Metres |
| Stage-III | High Jump | 1.05 Metres |

Note : 1. All the above events are compulsory.

2. Each stage is a qualifying stage by itself for the next stage, *i.e.* only the candidates who qualify in the Stage-I will be eligible for the Stage-II and so on.

Procedure:

1. The testing procedure, time and venue would be decided and subject to change by the committee.
2. To ensure accuracy and tamper proof conduct of running events Radio Frequency Identification (RFID) chip timing technology shall be used.
3. Standardized digital height/weight devices with digital display monitors would be used for measuring height and weight.
4. CCTV technology to videograph the various stages of recruitment would be used.
5. Optical Mark Recognition (OMR) / Optical Character Recognition (OCR) technology would be used for all application forms as well as for all examinations.
6. Biometric devices would be used to eliminate duplication and impersonation.
7. e-Recruitment application software for entire process from application to final merit list generation would be used to facilitate accuracy/ minimize cumbersome manual documentation and to negate tampering.
8. Bar Code reader would be used to scan admit cards.
9. The physical efficiency tests would be administered and performance recorded by the Physical Education Experts of the Education Department under the overall supervision of the Commandant (Home Guards).
10. Entries regarding physical measurements and physical efficiency test would be made as per TRP (Transparency Recruitment Procedure) laid down by BPR&D, Government of India.

11. The candidate should be informed about his eligibility/status at all stages and issue of rejection slips, stage-wise.

6. *Appeal* : The appeal made by any candidate on the same day of the physical measurement/physical efficiency test will be examined by a Senior Superintendent of Police/Superintendent of Police detailed by the Commandant General for this purpose and his decision in respect of the appeal shall be final.

7. *Written test* : (i) All candidates who qualify the physical standard and physical efficiency test shall undergo a written test. The test will be of 2 hours duration with maximum of 100 marks questions. The questions will be objective type and of S.S.L.C. standard.

(ii) The written test will be in English and regional languages (*i.e.*) Tamil, Malayalam and Telugu.

(iii) After evaluation and preparation of result sheets, the answer sheets will be sealed and handed over to the Senior Superintendent of Police-*cum*-Commandant (Home Guards) for safe custody. Application forms dossiers of candidates, who fail in the examination and application forms dossiers of candidates who include in the panel list will be retained till the declaration of result of next recruitment.

8. *Medical examination* : The candidates who pass the physical measurement test, physical efficiency test and written test shall be medically examined by various specialists in General Hospital, Puducherry and finally certified by the Assistant Director (RMO) under supervision of the Medical Superintendent.

Medical standards to be met :

(a) *Eye sight* :

I. Distant vision Both eyes should be 6/6

(or)

(1) Better eye with correction 6/6

(2) Worse eye vision 6/12 (Without correction)

(or)

Both eyes should be 6/9

Near vision

Normal - Both eyes should be Ji

(or)

Better eye with correction Ji and Worse eye without correction Jii.

II. Free from colour blindness.

(b) *Hearing* : Free from any disability.

(c) *Defects or deformity* : Free from any defect or deformity of limbs.

(d) *Disease* : Free from hernia, piles, respiratory disease, diabetes or any other disease, which will adversely affect the work of Home Guards.

(e) *Other* : Should not be flat footed or suffering from knocked knees and bowed legs and should not be over weight as prescribed in the medical standards followed by Life Insurance Corporation of India.

9. *Departmental Recruitment Committee* : The selection of the candidates will be finalized by the Departmental Recruitment Committee consisting of the following officials:

1. Senior Superintendent of Police-*cum*-Commandant (Home Guards) . . Chairman
2. Superintendent of Police (HQ) . . Member
3. Superintendent of Police (PTS) . . Member

10. *Final list of selected candidates* : Candidates who secure 40% of marks will be considered to have qualified in the test. Wherever, suitable candidates are not available then criterion in aggregate marks may be lowered with the prior approval of Inspector-General of Police-*cum*-Commandant-General of Home Guards. The result of successful candidates will be hosted on the Government / Departmental website at the end of Test / Recruitment.

11. *Training* : The selected Home Guards will undergo a basic training for 64 parade days at the rate of 3 period of 45 minutes duration each day.

PANKAJ KUMAR JHA,
Additional Secretary to Government.
